



The City of Morgantown

389 Spruce Street
Morgantown, WV 26505
www.morgantownwv.gov

LAST UPDATED
August 22, 2013

Job Opening

Position: Meeting Videographer/Producer ("Chambers Tech")

If you are interested in becoming a meeting videographer/meeting producer for the City of Morgantown's Channel 15 (Government Access Channel), please send or deliver a resume to the City of Morgantown Communications Office. Work includes setup of video and audio equipment, managing a multi-camera video mixer during live meetings, and ensuring meetings are recorded.

A typical work evening can last one half hour to three hours. You will be responsible for setting up Council Chambers for the meeting, including preparing cameras, mics, and audio equipment. You'll also need to prepare the DVD recorders, CG and Camera Computers, and the video mixer board. Some meetings will require that you set up a laptop and projector for presentations, and others, you may need to troubleshoot mic issues. When the meeting begins, you take live feed on Channel 15 and produce the meeting, highlighting speakers, presentations, and public input. You will check the live streaming feed online to ensure it's being broadcast. Afterwards, you'll go off-air, finalize the DVDs, put the mics away, and turn equipment off. Report your hours and any issues, and you are free to leave.

Camera operators are paid on an hourly contracted basis. Individuals will need some experience in video camera operations or similar technical experience working with live video or audio setups. The rate of pay is \$9 an hour.

Applicants must be available to work during specific evenings that include City Public Meetings. For an idea of the work schedule you'll be expected to have, the City's calendar of regular meetings can be found at <http://www.morgantownwv.gov/calendar/>.

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For more information please call 304-284-7426, or email sullivan@cityofmorgantown.org.

